



HUMAN RESOURCES INFORMATION SYSTEMS MANAGEMENT SPECIALIST COURSE

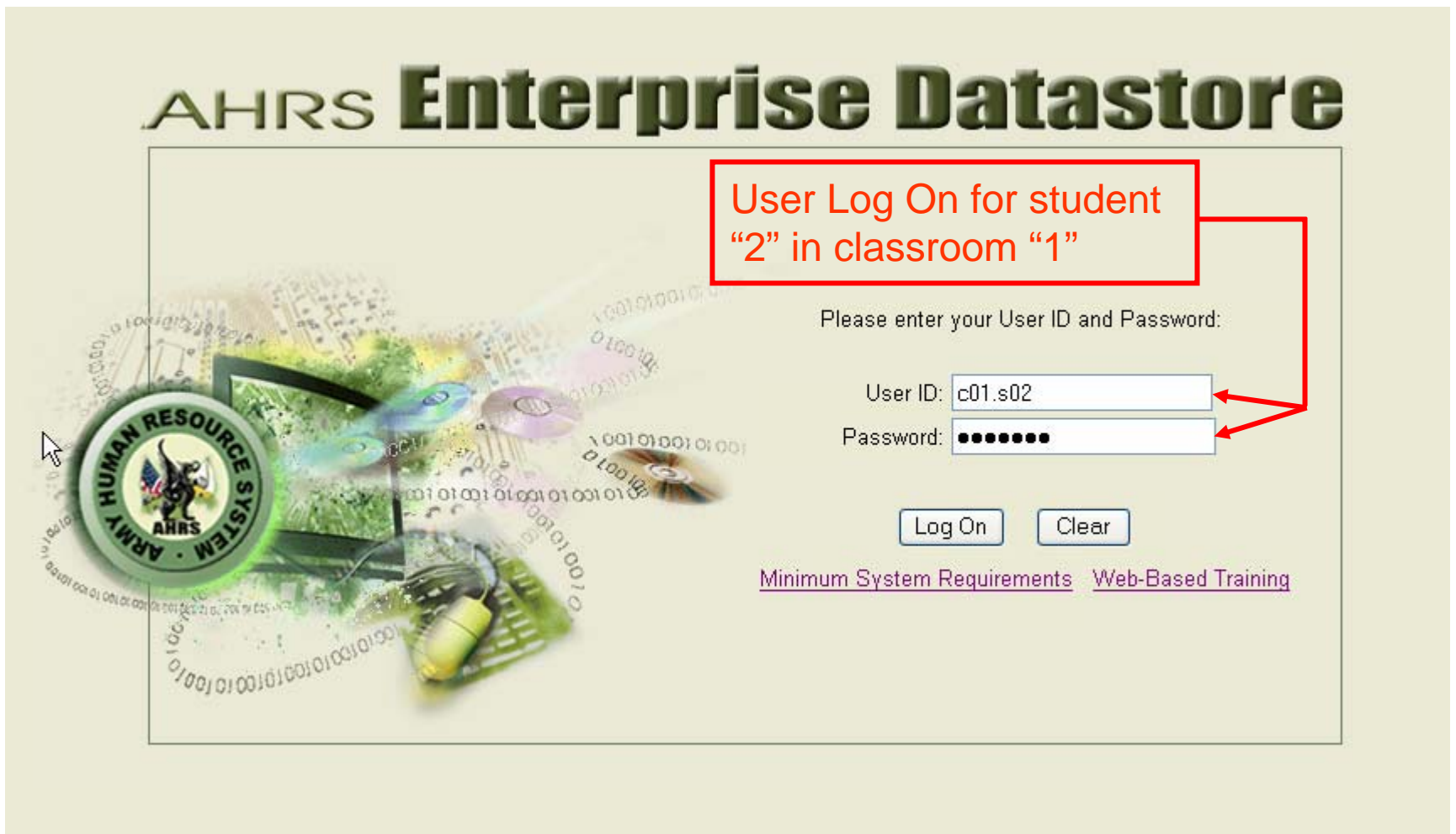
TERMINAL LEARNING OBJECTIVE

TASK: Create an Ad Hoc Query.

CONDITIONS: Given a set of data elements; a computer with access to the internet; access to the eMILPO Training Database and Datastore; and corresponding regulatory guidance.

STANDARDS: Created, Viewed, Modified, and Saved an ADHOC Query with no errors.

- You will have to provide a User ID and password when logging onto the AHRs portal.
- Your User ID and password set up by the Instructor.



Student "2" Newsbox.

Click to run query.

The screenshot displays the Enterprise Datastore interface. The top left corner features the AHRS logo and the text 'Enterprise Datastore'. Below this, there are 'Index' and 'Search' buttons. The left sidebar shows a tree view with 'c01.s02's NewsBox' expanded, revealing 'NewsIndex', 'Ad Hoc Query', 'External Links', 'Public Folders', and 'Reports'. The main content area is titled 'NewsIndex' and includes a menu bar with 'New', 'Edit', and 'View' options, along with a 'NewsBox Properties' link. The main area lists several items: 'Ad Hoc Query' (with 'Actions' and 'Properties' links), 'Public Folders' (with 'Actions' and 'Properties' links), 'Datastore Report Release Notes - V2' (with 'Actions' and 'Properties' links), and 'Minimum System Requirements' (with 'Actions' and 'Properties' links). On the right side, there are links for 'External Links', 'Reports', and 'Frequently Asked Questions (V4)', each with 'Actions' and 'Properties' sub-links. A mouse cursor is positioned over the 'Properties' link for 'Minimum System Requirements'.

Click to run query.



New Query Wizard

Choose a subject for your query.

Available subjects:

- ☒ [Soldier Core](#)
- ☐ [Aptitude Test Data](#)
- ☐ [Authorization Data](#)
- ☐ [Citizenship and Birth Data](#)
- ☐ [Commissioned-Warrant Officer Data](#)
- ☐ [Current Assignment Attachment Data](#)
- ☐ [Current Organization Data](#)
- ☐ [Education and Test Data](#)
- ☐ [Enlisted Data](#)
- ☐ [Enlisted MOS, ASI, SQI Data](#)
- ☐ [Family Member and Beneficiary Data](#)
- ☐ [Language Proficiency Data](#)
- ☐ [Military Spouse Data](#)
- ☐ [Mobilization Data](#)
- ☐ [Officer AOC and Skill Data](#)
- ☐ [Patient Tracking Information](#)
- ☐ [Personal Data](#)
- ☐ [Promotion, Pay, SFPA, Awards Data](#)
- ☐ [Reassignment Data](#)
- ☐ [Reenl, Assgn-Pref, and Restriction Data](#)
- ☐ [Security Clearance Data](#)
- ☐ [Separation Data](#)
- ☐ [Service Data](#)
- ☐ [Soldier Physical Data](#)
- ☐ [UIC Hierarchy](#)
- ☐ [Warrant Officer MOS, ASI, SQI Data](#)

Soldier Core details:

Column name	Description
SSN	SOCIAL SECURITY NUMBER
BASD_DT	BASIC ACTIVE SERVICE DATE
BESD_DT	
CURRENT	
CURRENT	
CURRENT	
CURRENT	
CURRENT	
CURRENT	
CURRENT	
CURRENT_RANK_DESCR	
CURRENT_RANK_DT	RANK DATE
CURRENT_RANK_EFF_DT	RANK EFFECTIVE DATE
CURRENT_RANK_RMKS_TX	RANK REMARKS
DOD_EDI_PN_ID	
ETHNIC_GRP_CD	ETHNIC GROUP CODE
ETHNIC_GRP_DESCR	ETHNIC GROUP DESCRIPTION
EVAL_PD_END_DT	EVALUTION PERIOD END DATE
FIRST_NM	FIRST NAME
HOME_UIC_CD	UNIT IDENTIFICATION CODE
HOME_UIC_DESCR	HOME UNIT IDENTIFICATION CODE DESCRIPTION
LAST_NM	LAST NAME
MARTL_STAT_CD	MARITAL STATUS CODE
MARTL_STAT_DESCR	MARITAL STATUS DESCRIPTION
MARTL_STAT_DT	MARITAL STATUS DATE
MIDDLE_NM	MIDDLE NAME
MIL_DY_STAT_CD	

Left click on "Soldier Core" to open the contents list.

Query Title Box #3

Add Columns

Click on the columns you want in your query.

Available columns:

- Current columns:
- Soldier Core
 - SSN
 - BASD_DT
 - BESD_DT
 - CURRENT_RANK_AB
 - CURRENT_RANK_CD
 - CURRENT_RANK_CHG_RSN_CD
 - CURRENT_RANK_CHG_RSN_DESC
 - CURRENT_RANK_CHG_TYP_CD
 - CURRENT_RANK_CHG_TYP_DESC
 - CURRENT_RANK_DESCR
 - CURRENT_RANK_DT
 - CURRENT_RANK_EFF_DT
 - CURRENT_RANK_RMKS_TX
 - DOD_EDLPN_ID
 - ETHNIC_GRP_CD
 - ETHNIC_GRP_DESCR
 - EVAL_PD_END_DT
 - UNIT_RLSE_DT
 - UNIT_RLSE_MO_QY
- Reenl, Assgn-Pref, and Restriction Data
- Officer AOC and Skill Data
- Family Member and Beneficiary Data
- Reassignment Data
- Personal Data
- Language Proficiency Data
- Current Assignment Attachment Data
- Enlisted MOS, ASI, SQI Data
- Promotion, Pay, SFP, Awards Data
- Education and Test Data
- Warrant Officer MOS, ASI, SQI Data
- Security Clearance Data
- Citizenship and Birth Data
- Commissioned-Warrant Officer Data
- Military Spouse Data
- Mobilization Data
- Separation Data
- Service Data

Query title:

Soldier Core

List **Crosstab**

Query columns:

SSN
CURRENT_RANK_AB
FIRST_NM
HOME_UIC_CD
LAST_NM

Choose the action you want to perform.

☐ Run query

☒ Run query in design mode

Cancel < Back Finish

#1

Double click on the data element under the expanded subject to select it for the query.

#2

Click on the + sign in front of "Reassignment Data" to expand it's contents.

#4

Click "Finish" to continue

General **Advanced**

[Filter](#) [Sort](#) [Group](#) [Summarize](#) [Format](#) [Style](#)
[Modify Columns](#) [Export](#)

Filter

Column filters

Columns:
SSN

Operator:
<Choose an operator>

Expression filter

Current Expression Filter:
Expression filter has not been defined.
[Create an expression filter](#)

Cognos Query

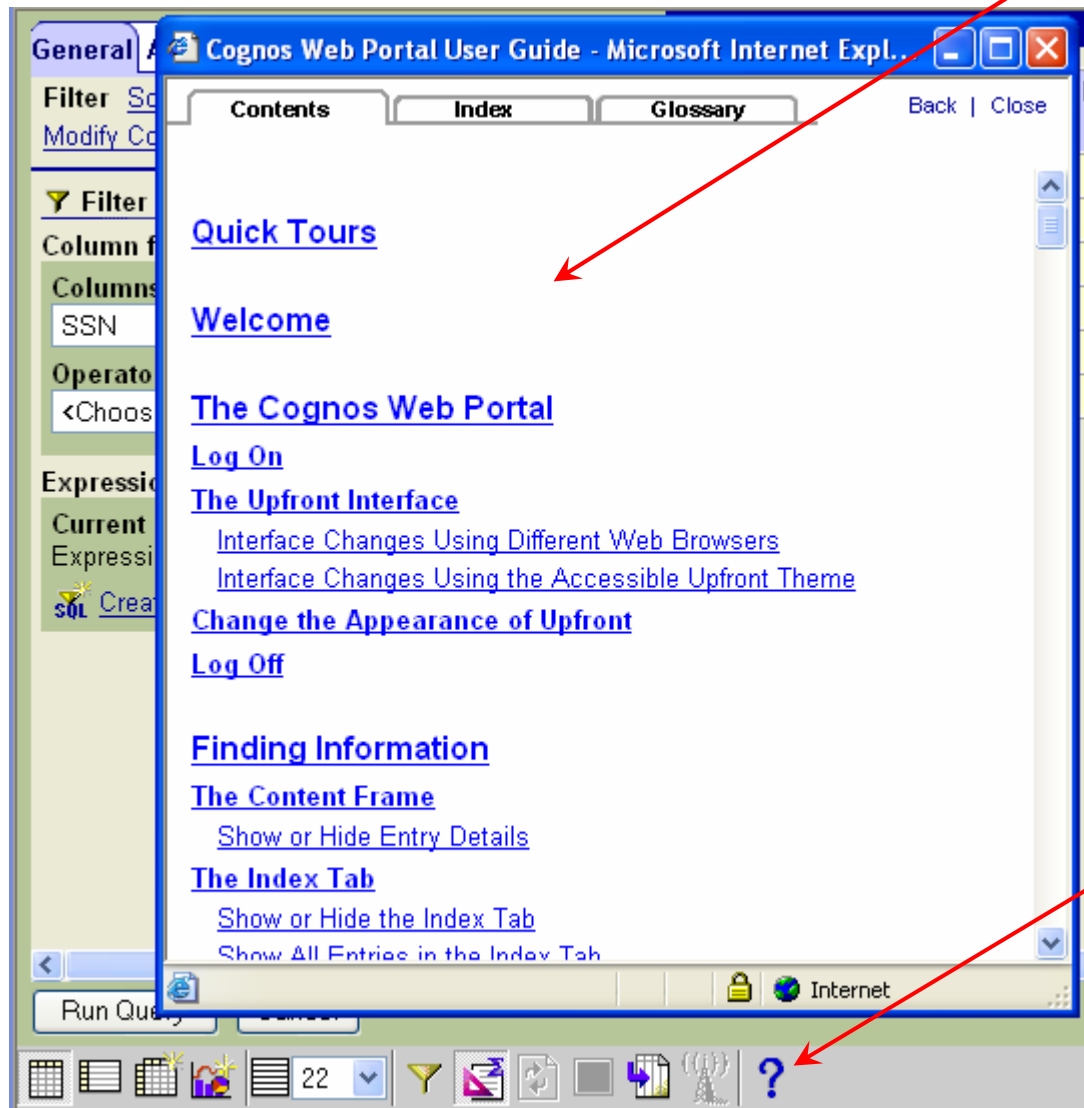
	SSN	CURRENT_RANK_AB	FIR
1	XXXXXXXXXX	XXXXXXXXXX	XXXX
2	XXXXXXXXXX	XXXXXXXXXX	XXXX
3	XXXXXXXXXX	XXXXXXXXXX	XXXX
4	XXXXXXXXXX	XXXXXXXXXX	XXXX
5	XXXXXXXXXX	XXXXXXXXXX	XXXX
6	XXXXXXXXXX	XXXXXXXXXX	XXXX

Run Query **Cancel**

Rows per page **Refresh** **Export** **Save Queries** **Design**

Query Types **Design Options** **Stop** **Online Help** **Return to source**

Using the Contents, Index, and Glossary,
you can research the topic you are interested in.



Click to
open the
Help Index

Filter

General **Advanced**

[Filter](#) [Sort](#) [Group](#) [Summarize](#) [Format](#) [Style](#)
[Modify Columns](#) [Export](#)

Filter

Column filters

Columns:
HOME_UIC_CD

Operator:
Equals

Enter value:
WP25D5

Add

Filters:
"HOME_UIC_CD" Equals WP25D5

Expression filter

Current Expression Filter:
Expression filter has not been defined.
[Create an expression filter](#)

Cognos Query **Soldier Core**

	SSN	CURRENT_RANK_AB	FIRST_NM	HOME_UIC_CD	LAST
1	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXX
2	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXX
3	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXX
4	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXX
5	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXX
6	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXX

Column filters:
"HOME_UIC_CD" Equals WP25D5

- Columns = HOME_UIC_CD
- Operator = Equals
- Enter value = WP25D5
- Click "Add" to apply the filter

[Run Query](#) [Cancel](#)

22

Sort

Ascending Sort

Applied Sort
Symbol

General **Advanced**

Filter **Sort** Group Summarize Format Style
Modify Columns Export

Sort

Columns:

- SSN
- [A] CURRENT_RANK_AB**
- FIRST_NM
- HOME_UIC_CD
- LAST_NM

Column filters:
"HOME_UIC_CD" Equals WP25D5

	SSN	CURRENT_RANK_AB	FIRST_M
1	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXX
2	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXX
3	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXX
4	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXX
5	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXX
6	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXX

Run Query Cancel

Design

Modify Columns

General **Advanced**

[Filter](#) [Sort](#) [Group](#) [Summarize](#) [Format](#) [Style](#)

Modify Columns [Export](#)

Modify Columns

Columns:

- Enlisted MOS, ASI, SQL Data.ENL_SQL_CD
- LAST_NM
- FIRST_NM
- Rank**
- SSN
- MIL_DY_STAT_CD
- MIL_ETS_DT
- Gaining Report Date

[Add columns](#) [Add a calculation](#)

Column filters:
"HOME_UIC_CD" Equals WP25D5

	HOME_UIC_CD	SEX_CD	Enlisted MOS, ...
1	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
2	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
5	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
6	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX

Run Query **Cancel**

Design

Note the correct column sequence above

Re-sequence the columns using these two blue arrows

Re-name the columns using this button

Cognos Query Soldier Core COGNOS

General **Advanced**

Filter Sort **Group** Summarize Format Style
Modify Columns Export

Group

☐ Ungroup

☒ **Group**

From the first column:
HOME_UIC_CD

To this column:
Enlisted MOS, ASI, SQI Data.ENL_MOS_CD

☐ Show as a grouped list

Correct Grouping

	HOME_UIC_CD	SEX_CD	Enlisted MOS, ASI, SQI Data.ENL_MOS_CD	Enlis
1	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXX
2				XXXX
3			XXXXXXXXXX	XXXX
4				XXXX
5		XXXXXXXXXX	XXXXXXXXXX	XXXX
6				XXXX
7			XXXXXXXXXX	XXXX
8				XXXX
9	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXX
10				XXXX
11			XXXXXXXXXX	XXXX
12				XXXX
13		XXXXXXXXXX	XXXXXXXXXX	XXXX
14				XXXX
15			XXXXXXXXXX	XXXX
16				XXXX

Column filters:
"HOME_UIC_CD" Equals WP25D5

Run Query Cancel

Design

General **Advanced**

Filter Sort Group **Summarize** Format Style
 Modify Columns Export

Σ Summarize

Columns:

Enlisted MOS, ASI, SQI Data.ENL_MOS_CD
 Enlisted MOS, ASI, SQI Data.ENL_ASI_CD
 Enlisted MOS, ASI, SQI Data.ENL_SQI_CD
[C] LAST_NM
 FIRST_NM

1001 Σ □ □ □ □

Use this button
 To apply a count on the last name column

Cognos Query **Soldier Core** **COGNOS**

HOME	UIC_CD	SEX_CD	Enlisted MOS, ASI, SQI Data.ENL_MOS_CD	E
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		X
				X
			Count	
			XXXXXXXXXX	X
			Count	X
			Count	
			XXXXXXXXXX	X
			Count	X
			XXXXXXXXXX	X
			Count	
			Count	
			Count	
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX		X
				X
			Count	
			XXXXXXXXXX	X

Run Query Cancel

Design

Cognos Query Soldier Last Name **COGNOS**

General **Advanced**

Filter Sort Group Summarize Format **Style**
 Modify Columns Export

Style

Item:

- Page body
- Title**
- Group header
- Column header
- Table

Query title:
 Soldier Last Name

Font: Default Size: Small
☐ Bold ☐ Italic

Font color:

Image:
 /cognos/cq/en/images/cognos_logo.c

Run Query when done

Style

Title and Soldier's Last Name

HOME_UIC_CD	SEX_CD	Enlisted MOS, ASI, SQI Data.ENL_MOS_CD	E
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	X
		Count	X
		XXXXXXXXXX	X
		Count	X
	Count		
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	X
		Count	X
		XXXXXXXXXX	X
		Count	X
	Count		
Count			
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	X
		Count	X
		XXXXXXXXXX	X
		Count	X

Run Query **Cancel**

Design

Your Query results should look like this!

Cognos Query			Soldier Last Name								COGNOS	
	HOME_UIC_CD	SEX_CD	Enlisted MOS, ASI, SQT Data.ENL_MOS_CD	Enlisted MOS, ASI, SQT Data.ENL_ASI_CD	Enlisted MOS, ASI, SQT Data.ENL_SQT_CD	LAST_NM	FIRST_NM	Rank	SSN	MIL_DY_STAT_CD	MIL_ETS_DT	Gaining Report Date
1	WP25D5	M	11C	NULL	NULL	WALKER	DERRIE	PV2	002500881	PDY	3/3/06 12:00AM	NULL
			Count			1						
2			13B	NULL	NULL	MCDONALD	LEWIS	SSG	002500857	PDY	8/31/12 12:00AM	NULL
			Count			1						
3			21B	NULL	NULL	KESSLER	BRIAN	CPL	002500386	PDY	12/20/03 12:00AM	NULL
4				NULL	NULL	MOTI	AVINASH	PFC	002500207	PDY	1/2/06 12:00AM	NULL
5				NULL	NULL	FLOWERS	ANDREW	PFC	002500668	PDY	2/18/07 12:00AM	NULL
6				NULL	NULL	HOLCOMB	BRANDON	PFC	002501456	PDY	1/5/06 12:00AM	NULL
7				00	O	HUDSON	DAVID	PFC	002502647	PDY	9/19/06 12:00AM	NULL
8				00	O	STEPHENS	GRANT	PFC	002503131	PDY	9/17/05 12:00AM	NULL
9				NULL	NULL	RODRIGUEZ	ALLAIN	PFC	002503081	PDY	9/2/05 12:00AM	NULL
10				00	O	GIBBONS	KENNY	PFC	002503681	PDY	9/2/05 12:00AM	1/1/00 12:00AM
11				00	O	JESSE	JESSE	PFC	002503679	PDY	9/2/05 12:00AM	1/1/00 12:00AM

To make further changes to your Query simply go back in design mode

To remove duplicate data rows, go to the Advanced Tab and the Properties Option

General **Advanced** **Properties**

Chart Describe Query Links Prompts
Summary Filter

Properties

Maximum number of rows:
100000

Rows per Page
22

Query time out
900

☐ Enable drill-through access

☒ **Eliminate duplicates (select DISTINCT)**

☐ Display report SQL

Run Query Cancel

Cognos Query Soldier Last Name

HOME_UIC_CD	SEX_CD	Enlisted MOS, ASI, SQI Data.ENL_MOS_CD	Enlisted MOS, ASI, SQI Data.ENL_MOS_CD
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
			XXXXXXXXXX
		Count	
		XXXXXXXXXX	XXXXXXXXXX
		Count	
	Count		
5	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
6			XXXXXXXXXX
		Count	
7		XXXXXXXXXX	XXXXXXXXXX
8			XXXXXXXXXX
		Count	
	Count		
9	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
10			XXXXXXXXXX

Design

Internet

Select the
"DISTINCT"
option and
re-run the query